



U.S. Ambassador's Special Self-Help Fund

The United States Ambassador's Special Self-Help Fund (ASSHF) assists Tanzanian community groups to develop lasting, self-sustaining, projects that benefit entire communities. Since 1965, ASSHF grants in Tanzania have contributed to agricultural modernization, economic development, improved sanitation and greater educational access.

Each year, the ASSHF supports between six to eight projects, with grants averaging approximately \$6,000 USD. To qualify for a Self-Help grant **projects must involve significant community contribution in the form of funding, materials and/or labor**. Applicants must have the ability to manage ASSHF projects independently and projects must be completed within twelve months of signing the ASSHF contract.

To improve your chances of receiving an Ambassador's Community Grant, please carefully review the application guidelines provided below and submit all required information.

INSTRUCTIONS FOR SUBMITTING A COMPLETED APPLICATION

PROVIDE ORGANIZATION, COMMUNITY and PROJECT DETAILS: Tell us about your organization, its work history, and how this project will benefit your community.

APPLY FOR THE MINIMAL AMOUNT OF FUNDING YOUR PROJECT WILL REQUIRE:
Projects that show the most efficient use of funds are the most likely to receive a grant. If your project can be accomplished with less money than you are requesting, your application will not be selected for funding.

REMEMBER THAT THIS IS TO BE A COOPERATIVE EFFORT: Your application must include details of how and in what form your group will contribute to the project (money, materials and/or labor, etc.).

PROVIDE A BUDGET, A PROJECT TIMELINE, AND, IF YOUR PROPOSAL INVOLVES INCOME GENERATING ACTIVITIES, A BUSINESS PLAN: Please be aware, in most cases the Ambassador's Community Grant money cannot be used to pay for salaries or perishables (such as food).

GATHER SUPPORTING MATERIALS and DOCUMENTATION: Include a copy of your group's registration, pro-forma invoices for all materials listed in your budget, a site map and any letters of support from District officials or other development partners.

PROVIDE RELIABLE CONTACT INFORMATION: Include at least one cell number.

FILL-OUT THE APPLICATION COVERSHEET (see page 4): To be considered for an ASSHF grant, proposals must be submitted with a completed application cover sheet.

PLEASE NOTE:

- PROPOSALS MUST BE SUBMITTED IN ENGLISH
- Individuals are ineligible for ASSHF grants (this includes funding for tuition).
- You can access additional about the Ambassador's Community Grants program, as well as an on-line copy of the application, at <http://tanzania.usembassy.gov/grants.html>
- Applications can be submitted via post or email.
- THE PROPOSALS SENT TO THE ASSHF WILL NOT BE RETURNED.

TAHADHARI: Jihadhari na matapeli (au udanganyifu) Kumekuwa na matukio mengi ya watu kutapeliwa na wajanja wachache wanaodai kuwa wao ni "Wawakilishi wa Ubalozi" wanaoweza kufanikisha maombi ya misaada ubalozini, kwa malipo. Kama una maswali yanayohusu misaada inayotolewa na Ubalozi, tafadhali piga simu Ubalozi wewe mwenyewe, na omba kuongea na Mratibu wa Misaada ya Ubalozi ambaye ni Mmarekani.



THE APPLICATION PROCESS

An Embassy panel of selectors will review applications once a year; typically, between September and November. At the end of each review, approximately eight to ten applicants will be selected to receive an Ambassador's Self Help award. The U.S. Embassy's Community Grants office will then begin processing applications for the following year's selection process. Due to the large number of funding requests that the Embassy receives applications may not be reviewed for up to six weeks after submission.

Upon receipt of your application by a program officer, you will receive a notification email or letter as to the status of your project. Normally, your application status will fall within one of three categories:

1. Your project application met program requirements and will be considered for funding. PLEASE NOTE, this does not mean your project will receive funding.
2. Your project application has merit, but you are missing key information that you need to re-submit to the Ambassador's Community Grants office.
3. Your application and/or project does not meet funding criteria and will not be considered for funding. In this case you are welcome to choose an alternative project and re-apply for an Ambassador's Community Grant.

To increase your chances of receiving a grant, read the application guidelines carefully and submit the **Application Cover Sheet** along with other required documentation and any additional information (such as photos and recommendation letters) that will show the worth of your project.

EXAMPLES OF ACCEPTABLE PROJECT PROPOSALS

The projects listed below are not the only ventures we will consider (ASSHF is always interested in receiving proposals for innovative and exciting projects), but they are examples of projects that have been funded in the past:

- WATER PROJECTS: Boreholes; Irrigation or Water Collection Systems; Storage Tanks
- HEALTH CARE PROJECTS: Rural Clinics; Improve Sanitary Conditions (NO medicine, drugs or counseling)
- SOLAR ENERGY/ENERGY EFFICIENCY/ENVIRONMENTAL PROJECTS: Energy-Saving and Recycling Concepts; Environmental Protection
- INCOME GENERATING VENTURES: Weaving Looms; Carpentry Tools; Grinding Machines; Milling Machines; Brick-making Machine, etc.
- EDUCATION PROEJCTS: Classrooms; Libraries; Vocational Training

ASSHF CANNOT FUND THE FOLLOWING TYPES OF PROJECTS

- Start-up projects or property purchases
- Personal/individual/single family enterprises
- Projects of a purely political, military or religious nature
- School tuition or exam fees
- Operating costs such as rent, salaries, stationery, etc.
- Personal services, including payments for labor
- Raw materials, musical instruments, fertilizers or food (Flour, eggs, etc.)
- Vehicles
- Purchase of cattle or cattle-fattening, poultry or pigs
- Advocacy or research projects
- Credit or revolving loan programs



U.S. AMBASSADOR'S SELF-HELP FUND APPLICATION CHECKLIST

Please place a checkmark next to the requirement if the information is included in your application:

- ___ 1. Completed the attached *Community Grants Cover Sheet*.
- ___ 2. Contact information: including at least one reliable cell phone number
- ___ 3. A detailed description of your group (co-op, club, etc.), including: the number of group members; how long you have worked together; current group activities; etc. Describe the qualifications of the project manager and where he/she is located. Add any other additional information about your group that may be helpful.
- ___ 4. A clear statement of the project you wish to undertake. **Please indicate the number of people who are direct beneficiaries of the project**, what the project has achieved to date and what your group has and will contribute to the project. Also include a project budget and work plan with a time-line. Please feel free to include photographs that may be helpful in evaluating your project.
- ___ 5. A copy of your registration if you are a registered co-op.
- ___ 6. Financial Information:
 - What is your product or service?
 - In the past 12 months:
 - a) How much money have you received from the sale of your product or service?
 - b) What have your costs been?
 - c) How much has been paid in salaries and/or allowances?
 - d) How much has the group reinvested in your enterprise?
 - Is the group able to pay Value Added Tax (VAT)?
 - Bank Account Information
 - How much money does your group have available to contribute to the project?
- ___ 7. Pro Forma invoices for items to be purchased.
- ___ 8. Letters of support from district officials, including their contact information.
- ___ 9. A map and directions that clearly shows the location of your project and how it may be reached from the nearest large town (indicating distances and unpaved roads).

YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT THE SUPPORTING DOCUMENTS. EACH YEAR, FINAL SELECTION OF GRANTEES WILL TAKE PLACE BETWEEN SEPTEMBER AND NOVEMBER.

POST OR EMAIL YOUR COMPLETED APPLICATION TO:

Community Grants Coordinator
United States Embassy
P.O. Box 9123, Dar es Salaam
Telephone: 2668001, Fax: 2668238, Email: brownpj@state.gov

You can access additional Ambassador's Community Grants information, as well as an on-line copy of the application, at <http://tanzania.usembassy.gov/grants.html>.



Ambassador's Community Grants Application Cover Sheet

To apply for an Ambassador's grant, submit this form along with supporting documentation. Supporting documentation must include: a description of your organization; specific project details, including the number of people who will benefit and how; a timeline and budget (with pro forma invoices); a map to your site location; if you are a registered organization, a copy of your registration certificate; and, if you are proposing an income generating project, a developed business plan that shows an understanding of your product/service that you are selling and your customers. Other items that you may want to attach include: a supporting letter from a district official, photos, or press clippings.

CONTACT INFORMATION

Project Name	
Group/Organization Name	
Primary Contact Person	
Land Number	
Cell Number	
Email Address	
Fax Number	
Secondary Contact Person	
Cell Number	
Email Address	
Project Address	
District & Region	
Bank Name and Account Number	

PROJECT INFORMATION

Number of People working on your project	
Project Beneficiaries	
Materials to be Purchased	
Community Contribution	
Other Donors to your Organization	
Has your group received U.S. government funding in the past? If yes, when and for what purpose?	



GRANT REQUEST INFORMATION

Grant Request (in TSH):

Briefly explain what the requested funds will be used for, how the grant money will be distributed and who will be responsible for managing the grant money:

Income Generating Project Estimates*

** Only fill-in this section if your group is seeking funding for an income generating activity, such as the sale of food, goods or services.*

Explain your reasons for developing this particular business:

What is the level of demand for your product/service? Who will purchase these goods and/or services? _____

How much money is required to start your business? _____

At what price will you sell your product/service? _____

Please use the table below to calculate your expected weekly profits

Weekly Income from Business	Weekly Business Costs	Weekly Profit (Income – Cost = Profit)

What are some challenges you may face in your business and how do you think you will overcome those challenges? _____
